

# YOUTH SERVICES POLICY

<b>Title:</b> Shift Differential Pay for Certain Job Classes <b>Next Annual Review Date:</b> 02/07/2014	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.65
	<b>Page 1 of 3</b>
<b>References:</b> Civil Service Rule 6.28; YS Policy A.2.2 "Pay Administration and Management"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 02/07/2013

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

The purpose of this policy is to recruit job applicants and retain current employees by providing additional compensation for shift work and non-standard work hours.

## III. POLICY:

When funding is available and approved by the Appointing Authority (Deputy Secretary), the Office of Juvenile Justice (OJJ) will pay a shift differential of up to \$2.00 per hour for actual hours worked to employees who work on the shift referenced below in accordance with Civil Service Rule 6.28.

## IV. APPLICABILITY:

This policy shall apply to employees at the Bridge City Center for Youth, Jetson Center for Youth, Swanson Center for Youth, and OJJ Regional Probation and Parole Offices who occupy positions in the following jobs:

- Juvenile Justice Specialist 1
- Juvenile Justice Specialist 2
- Juvenile Justice Specialist 3
- Juvenile Justice Specialist 4
- Juvenile Justice Specialist 5
- Juvenile Justice Specialist 6

**NOTE: JJS' must be in a direct care position in order to qualify; those working in a JJS position outside of direct care shall not be afforded shift differential pay.**

Corrections Juvenile Food Production Worker  
Corrections Juvenile Food Production Supervisor  
Corrections Food Manager 1

**V. DEFINITIONS:**

***Shift Differential*** - a pay mechanism which may be utilized at the discretion of the Unit Head to compensate employees who work certain designated shifts, which means extra pay allowances made to employees who work nonstandard hours.

**VI. PAY RATES:**

Pay Rates shall be calculated as listed below.

**Juvenile Justice Specialists**

SHIFT	HOURS	PAY RATE
Evening	3 pm to 9 pm	Up to \$ 2.00 / Hour
Weekend Shift	11 pm Fri. to 11 pm Sun.	Up to \$ 2.00 / Hour
Holiday Shift	12 am to 12 pm Daily	Up to \$ 2.00 / Hour

**Food Services Staff**

SHIFT	HOURS	PAY RATE
Weekend Shift	11 pm Fri. to 11 pm Sun.	Up to \$ 2.00 / Hour
Holiday Shift	12 am to 12 pm Daily	Up to \$ 2.00 / Hour

**VII. PROCEDURES:**

Payment of shift differential for certain job classes may be implemented by the Unit Head for recruitment and retention purposes following the approval of the Undersecretary and the Department of State Civil Services (DSCS).

1. Shift differential schedules shall be implemented uniformly within each unit and on a non-discriminatory basis.

2. Shift differential may, at the discretion of the Unit Head, be paid at the existing "holiday/weekend" rate to employees who are required to work when a unit is declared officially "closed" (essential personnel only) because of an emergency or natural disaster.
3. Requests for new shift differential applications or changes to existing rates may be sought by the Unit Head. Such requests shall be submitted to the Public Safety Services (PSS) Human Resources (HR) for review and forwarding to the Undersecretary. All requirements shall be approved by the Undersecretary prior to submission to DSCS for approval.

#### **VIII. IMPLEMENTATION:**

This policy is effective immediately.

**Previous Regulation/Policy Number:** A.2.65  
**Previous Effective Date:** 02/06/2012  
**Attachments/References:**

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